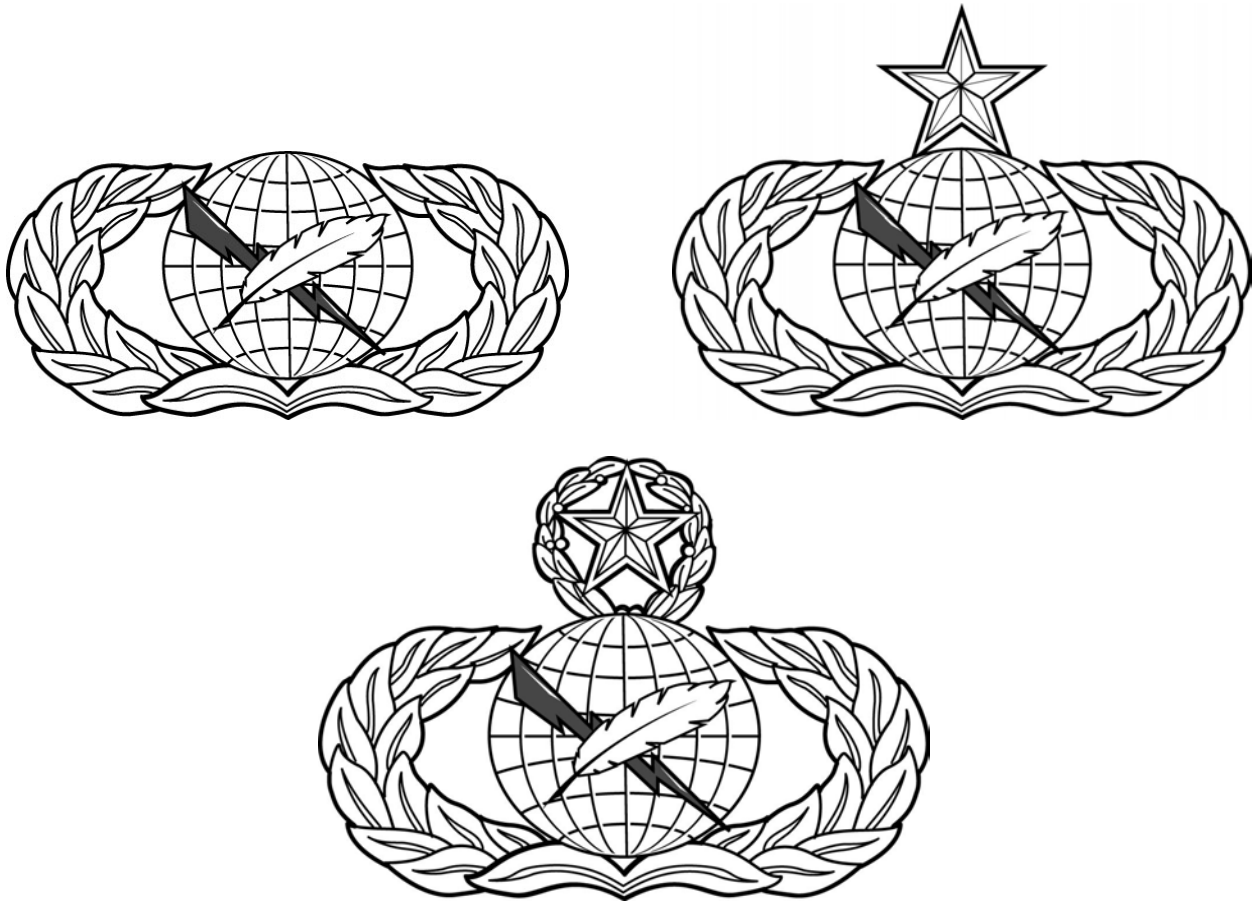


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Parts I and II
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AFSC 3N0X1

PUBLIC AFFAIRS



CAREER FIELD EDUCATION
AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN
PUBLIC AFFAIRS SPECIALTY
AFSC 3N0X1**

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Supersedes: CFETP 3N0X1, August 1999
Prepared by: 336 TRS/TRR
OPR: Gwendolyn Webber, 336 TRS/TRR
Keesler AFB MS 39534-2480

Certified by: CMSgt Dale Warman, SAF/PA
Approved by: Brig Gen Ronald T. Rand, SAF/PA
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**PUBLIC AFFAIRS SPECIALTY
AFSC 3N0X1
CAREER FIELD EDUCATION AND TRAINING PLAN**

PART I

Preface

1. This Career Field Education and Training Plan (CFETP) identifies life-cycle education and training requirements, support resources, and minimum core task requirements for the Public Affairs specialty. This CFETP provides enlisted Public Affairs professionals with a clear path to career success and instills rigor and consistency in all aspects of career field training. The CFETP was updated based on decisions made during the 3N0X1 Utilization and Training Workshop (U&TW), 19-21 March 2002 at Fort George Meade MD.

2. The CFETP consists of two parts. Supervisors will use both parts to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career progression information, duties and responsibilities, training strategies, and career field path; Section C associates each skill level with specialty qualifications (knowledge, training, education, and experience); Section D indicates resource constraints.

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references, Defense Information School (DINFOS) training, wartime tasks, core tasks, and career development course (CDC) requirements. When a duty position requires proficiency in tasks not listed on the STS, supervisors will supplement the STS and document those tasks using an AF Form 797, Job Qualification Standard Continuation Sheet. Section B identifies available OJT support materials. Section C identifies a training course index supervisors can use to determine resources available to support training.

3. The Public Affairs specialty provides outstanding training opportunities for people at all levels. However, several challenges remain. First, because of the demanding, high-level duties and responsibilities placed on PA people, nearly 40 percent of 3N0X1 manpower authorizations are at the TSgt/MSgt 7-skill level. Second, high demand for PA expertise in joint units, field operating agencies, and direct reporting units has resulted in nearly one-third of PA airmen serving in one-deep and headquarters-level positions, taking experience and training capability away from Air Force war-fighting wings, centers, and other subordinate units. Finally, reliance on the joint Defense Information School for technical training requires constant close coordination with sister services and Headquarters Air Education and Training Command to secure adequate school slots for the Total Force. Use of this CFETP will help ensure the PA career field meets these challenges and ensures Public Affairs professionals are prepared to carry out the Air Force communication mission.

ABBREVIATIONS/TERMS EXPLAINED

Advanced Training (AT). Formal course which provides individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of an AFS.

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Career Field Manager (AFCFM). Appointed by respective Air Staff Deputy/Assistant Chief of Staff/Director to develop, implement and maintain Career Field Education and Training Plans for assigned Air Force specialties.

Career Development Course (CDC). A restricted correspondence course provided by the Air Force Institute for Advanced Distributed Learning (AFIADL), with mandatory enrollment for those upgrading to 5-level and 7-level. Part of the dual channel upgrade training.

Career Field Education and Training Plan (CFETP). Check AFI 36-2201V3 Definition of terms.

Continuation Training. Additional training that exceeds mandatory requirements, with emphasis on present or future duty assignments.

Core Task. A task the Air Force career field manager (AFCFM) has identified as a minimum qualification requirement required for all personnel within an Air Force specialty, regardless of duty position. Every person in upgrade training for this specialty will be trained and certified on all core tasks, regardless of their duty position. Only a percentage of tasks for each specialty are listed as mandatory core tasks. This gives units needed flexibility to manage their workforce training.

Course Objective List (COL). A publication, derived from our initial and advanced skills course-training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-or-7 skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Air Force Training Program

Exportable Training. Additional training via computer assisted, paper text, interactive video, or other necessary means to supplement training.

Initial Skills Training. A formal resident course which results in award of the 3-skill level.

On-the-Job Training (OJT). A delivery method used to certify personnel in both upgrade (skill-level award) and job qualification (duty position certification) training. It is hands-on, over-the-shoulder training conducted at the duty location.

Optimal Training. The ideal combination of training settings resulting in the highest levels of proficiency on specified performance requirements within the minimum time possible.

Qualification Training (QT). Actual hands-on task performance-based training designed to qualify an airman in a specific duty position. This training occurs both during and after the upgrade training process. It is designed to provide the performance skills training required to do the job.

Qualification Training Package (QTP). An instructional course designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skills Training. A formal course which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Package and COMSEC Qualification Training Package. A composite of lesson plans, test material, instructions, policy, doctrine, and procedures necessary to conduct training. These packages are prepared by AETC, approved by the National Security Agency (NSA), and administered by qualified communications security (COMSEC) maintenance personnel.

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge which an airman in that specialty may be expected to perform or to know on the job, and identifies the training provided to achieve a 3-, 5-, and 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Standard. Check AFI 36-2201V3 Definition of terms.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capacity. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Training Planning Team (TPT). Comprised of the same personnel as a U&TW; however TPTs are more intimately involved in training development and the range of issues are greater than is normal in the U&TW forum.

Training Setting. The forum in which training is provided (formal resident school, on-the-job, field training, mobile training team, self-study etc.).

Upgrade Training (UGT). Mandatory training which leads to attainment of a higher level of proficiency and a higher skill level.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

PUBLIC AFFAIRS SPECIALTY
AFSC 3N0X1
CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Section A - General Information

1. Purpose. This CFETP provides information necessary for the Air Force career field manager (AFCFM), MAJCOM functional managers (MFM), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. The plan outlines the training individuals should receive to develop and progress throughout their careers. This plan identifies initial skills, upgrade, qualification, advanced and proficiency training. The CFETP also serves the following purposes:

1.1. Serves as a management tool to plan, manage, conduct, and evaluate a career field training program. It also helps supervisors identify training needs at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education and training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty and identifies sources of training.

1.4. Identifies major resource constraints which affect full implementation of the desired career field training process.

2. Uses. The plan will be used at all levels to ensure comprehensive and cohesive training programs are available for each person in the specialty.

2.1. AETC training personnel will develop or revise formal resident, non-resident, field and exportable training based upon requirements established by the users and documented in Part II of the CFETP. They will also work with the AFCFM to secure the needed resources to deliver training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. Requirements can be satisfied by OJT, resident training, contract training, or exportable training.

2.3. Each individual will complete the mandatory training requirements specified for them in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The SAF/PA AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

Section B - Career Progression and Information

4. Specialty Description.

4.1. 3N0X1 Specialty Summary. Plans, organizes, coordinates and conducts internal information, community relations and media relations activities to build informed public support for the Air Force. Uses a range of media, including print, broadcast and Internet, to communicate with internal and external audiences. Engages in print journalism and photography to publish base newspapers and other periodicals. Serves as spokesperson and liaison between the Air Force, community groups and the news media. Related DOD Occupational Subgroup: 570.

4.1.1. 3N0X1 Duties and Responsibilities.

4.1.1.1. Prepares, edits, and distributes Public Affairs program material. Determines best medium and message content to reach target audiences. Advises commanders and staffs on the Public Affairs implications of plans, policies, and programs. Applies communication theory and techniques to Public Affairs activities for more effective resource use. Provides means for two-way communication flow within the total communication environment. Establishes, promotes, and maintains the unit Public Affairs program to provide the widest coverage of unit-level policies, programs, and missions.

4.1.1.2. Prepares and releases news for internal and external news media. Establishes procedures for collecting, evaluating and distributing news and feature items. Plans layout and design, and arranges for printing base newspapers, periodicals, and guides. Writes and edits news, features, editorials, and other types of articles, and rewrites copy. Reviews material for compliance with local and Air Force policy and operational security.

4.1.1.3. Maintains liaison with civilian media. Receives queries from news media, obtains information, coordinates answers, and gives response to news media. Writes budget and financial requirements. Writes and implements deliberate wartime and contingency plans and annexes. Prepares requests for photographers or graphic support, and briefs photographers on assigned requirements. Establishes and maintains personal contact with local and regional news media. Arranges news media travel. Receives visiting news media, arranges interviews, provides briefings, escorts media representatives. Assists with news conferences, and sets up and operates media center for contingency operations. Responds to accidents and incidents in a Public Affairs capacity. Supports Army and Air Force Hometown News Service program.

4.1.1.4. Conducts community relations activities. Maintains liaison with local and regional civic leaders, local and regional government agencies, veterans and civic organizations, retirees, Reserve components, Air Force recruiters, and Air Force Reserve Officer Training Corps and Civil Air Patrol units. Develops promotional material on military events. Prepares material for presentation before civic groups, and arranges for and assists speakers. Plans and coordinates base tours, orientations, open houses and special events.

4.2. 3N0X0 Specialty Summary. Manages Public Affairs, television, and radio station activities, including evaluating, writing, editing, and distributing news and information material; and management, training and evaluation. Initiates and monitors community relations and media relations programs. Related DoD Occupational Subgroup: 570.

4.2.1. 3N0X0 Duties and Responsibilities.

4.2.1.1. Plans, organizes, and manages Public Affairs and broadcasting activities. Writes supplements to existing directives. Writes budget or financial requirements. Coordinates Public Affairs and broadcasting functions with other base agencies. Advises commanders at all levels and their staffs on the internal, media relations, and community relations implications of plans, policies, and programs.

4.2.1.2. Inspects and evaluates Public Affairs and broadcasting activities. Evaluates procedures used in collecting, evaluating or disseminating news and information. Evaluates work schedules and overall effectiveness of Public Affairs and broadcasting programs, including internal, media relations, and community relations activities.

4.2.1.3. Performs technical Public Affairs and broadcasting functions. Writes feature stories, news articles, staff studies, surveys, and special reports. Prepares or assembles information kits. Reviews hometown news releases. Releases stories and photographs to news media. Coordinates and prepares for news interviews and prepares questions to be used. Prepares requests for photographic or graphic support, and briefs photographers on assigned requirements. Plans and coordinates special events. Escorts news media in covering on-base activities. Assists television or motion picture personnel in obtaining information. Maintains liaison with civic organizations, and promotes community interest in Air Force activities.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. Everyone involved in training must do his/her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each person receives the correct training at the correct point in his/her career. The following narrative and the AFSC 3N0X1 Career Field Path identify career skill progression.

5.1. Apprentice (3N031). Initial skills training consists of the tasks and knowledge level training provided in the 3-skill level resident course, Basic Public Affairs Specialist-Writer Course (BPAS), E5ABD3N031 001, at DINFOS. After completion of BPAS, wear of the Basic PA specialty badge is authorized. NOTE: AFRC/ANG personnel who hold the 5-skill level in another AFSC, and who are retraining into Public Affairs, may be awarded the 3N031 AFSC upon completion of the Public Affairs Reclassification Course (DINFOS PARC).

5.2. Journeyman (3N051). Upgrade training to the 5-skill level consists of: (1) completion of 3N051 CDC; (2) training and certification on all core tasks identified in the STS; (3) completion of a minimum of 15 months in upgrade training (UGT); and (4) recommendation by the supervisor. Individuals in retraining status (Training Status Code "F") must complete a minimum of nine months in UGT.

5.3. Craftsman (3N071). Once selected for promotion to SSgt, an individual will begin UGT to the 7-skill level, including: (1) completion of 3N071 CDC (when available); (2) training and certification on all 7-level core tasks identified in the STS; (3) in-residence attendance at the Public Affairs Craftsman Course (Joint Public Affairs Supervisors Course), E5ACD3N071 002, at DINFOS; (4) completion of a minimum of 12 months in UGT; and (5) recommendation by the supervisor. Individuals in retraining status (Training Status Code "F") must complete a minimum of six months in UGT. Wear of the Senior PA specialty badge is authorized upon award of the

7-skill level. The Master PA specialty badge is authorized for wear after sew-on of MSgt *and* after serving for five years as a 3N071.

5.4. Superintendent (3N090). The 3N0X1 Public Affairs career field merges with the 3N0X2 Radio and TV Broadcasting career field to form 3N090, Public Affairs Superintendent. To be awarded the 3N090 AFSC, an individual must possess the 3N071 or 3N072 AFSC and be a SMSgt.

5.5 ANG/AFRC Headquarters functional managers have waiver authority for mandatory training requirements equivalent to that of the Air Force Career Field Manager (AFCFM). Waivers will be reviewed for approval/disapproval on a case-by-case basis. This includes education requirements such as AFSC prerequisites, initial skill courses (if the individual has equivalent skills through civilian experience or education), and upgrade time requirements for the 5- and 7-skill level courses.

5.6. AFPC may waive 3-level school attendance for individuals required to retrain under special circumstances, such as Exceptional Family Member Program (EFMP) or Humanitarian assignments, when attendance would put undue hardship on the retrainee. These cases should be rare and must be fully substantiated.

6. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain an Associate in Applied Science Degree.

6.1. Trade Skill Certification: When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The college uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript. The Public Affairs (2FDE) program applies to AFSC 3N0X1.

6.2. Degree Requirements: All airmen are automatically entered into the CCAF program. Prior to completing an associate's degree, the 5-level must be awarded and the following requirements must be met:

| | Semester Hours |
|--|----------------|
| Technical Education | 24 |
| Leadership, Management, and Military Studies | 6 |
| Physical Education..... | 4 |
| General Education..... | 15 |
| Program Elective..... | 15 |
| Technical Education; Leadership, Management, and Military Studies; or General Education | |
| Total | 64* |

*Note: One-fourth (16) of the 64 credits must be earned in-residence from Air Force schools. Although CCAF does accept DINFOS credits, DINFOS is not considered an Air Force school to satisfy the in-residence requirement.

6.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

Technical Core

Subjects/Courses

| | Semester Hours |
|-------------------------------|----------------|
| CCAF Internship..... | 16 |
| Copy Reading and Editing..... | 3 |
| Journalism..... | 3 |
| Mass Communication..... | 12 |
| Photojournalism..... | 3 |
| Media Production..... | 10 |

Technical Electives

| | |
|--|----|
| Advertising..... | 3 |
| AF Enlisted Professional Military Education..... | 12 |
| Computer Science..... | 6 |
| General Psychology..... | 3 |
| Graphic Arts..... | 3 |
| Human Relations..... | 3 |
| Interviewing..... | 3 |
| Mass Communication Law..... | 3 |
| Public Relations..... | 3 |

6.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

6.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

6.2.4. General Education (15 Semester Hours): The requirement is satisfied by application of courses accepted in transfer or by testing credit. The following is a specific breakout of requirements.

Subjects/Courses

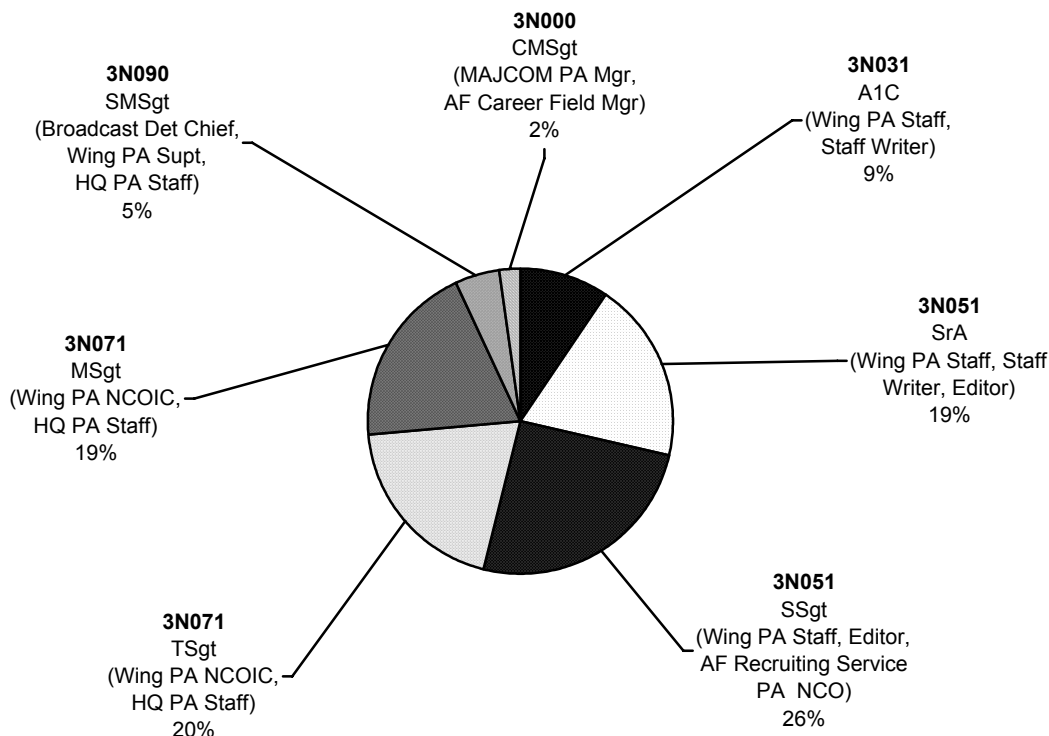
| | Semester Hours |
|---|----------------|
| Oral Communication..... | 3 |
| Speech | |
| Written Communication..... | 3 |
| English Composition | |
| Mathematics..... | 3 |
| Intermediate algebra or a college-level mathematics course is required. | |
| Social Science..... | 3 |
| Humanities..... | 3 |

6.2.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting General Education Requirements (GER) application criteria. Six semester hours of CCAF degree applicable technical credit not previously used toward this program may be applied. See the CCAF General Catalog for additional details regarding the Associate of Applied Science in Public Affairs (2FDE) program.

6.3 Additional off-duty education is a personal choice that is encouraged for all. However, supervisors must ensure off-duty education does not interfere with mandatory training requirements. Trainees must complete CDCs before enrolling in any off-duty education programs. Exceptions will be considered on a case-by-case basis by the supervisor, commander, and MFM, who will seek approval from the AFCFM. Supervisors must also consider how off-duty education will affect satisfactory progress in OJT.

7. Career Field Path. The following tables depict this specialty's career field composition and career path.

7.1. Career Field Composition. The Public Affairs career field has 517 active-duty authorizations in grades A1C-CMSgt. This table depicts the percentage of 3N0X1s and 3N0X0s serving at each enlisted grade, as of January 2003. **Note:** References to “Wing PA” offices include centers and other base-level Public Affairs offices.



7.2. Enlisted Career Path. The career path table outlines when training and education is required for each skill level within the 3N0X1/3N0XX Public Affairs specialty.

| Public Affairs Enlisted Career Path Table | | | | |
|--|---------------------------|------------------------------------|------------------------|----------------------------------|
| EDUCATION AND TRAINING REQUIREMENTS | GRADE REQUIREMENTS | | | |
| | Rank | Average Promotion Selection | Earliest Sew-On | High Year Of Tenure (HYT) |
| Basic Military Training | | | | |
| Apprentice Technical School (3N031) - Graduate of Basic PA Specialist-Writer Course -- Formerly Basic Journalist Course (BJC) - AFRC/ANG personnel who hold the 5-skill level in another AFSC, and who are retraining into Public Affairs, may be awarded the 3N031 AFSC upon completion of the Public Affairs Reclassification Course (DINFOS PARC) | Amn A1C | 6 months 16 months | | |
| Upgrade To Journeyman (3N051) - Minimum 15 months on-the-job training (9 months for retrainees) - Complete 3N051 CDC - Trained and certified on 5-level core tasks in STS - Recommended by supervisor | | | | |
| Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt selectee - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only) | SrA | 3 years | 28 months | 12 Years |
| Upgrade To Craftsman (3N071) - Begin UGT upon selection for SSgt - Minimum 12 months on-the-job training (6 months for retrainees) - Complete 3N071 CDC - Trained and certified on 7-level core tasks in STS - Attend PA Craftsman Course at DINFOS - Recommended by supervisor | SSgt | 5 years | 3 years | 20 Years |
| NCO Academy (NCOA) - Must be a TSgt or TSgt selectee - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only) - MSgts are highly encouraged to complete the USAF Sr NCO Academy by correspondence | TSgt | 13 years | 5 years | 24 Years |
| | MSgt | 16 years | 8 years | 26 Years |
| Upgrade To Superintendent (3N090) - 3N071 merges with 3N072 to form 3N090 - Minimum rank of SMSgt | SMSgt | 19.2 years | 11 years | 28 Years |
| USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or SMSgt selectee (percentage of top SMSgt non-selects attend each year) - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only) | CMSgt | 21.5 years | 14 years | 30 Years |

Section C - Skill-Level Training Requirements

8. Specialty Qualifications. Skill-level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Section A and B of this CFETP.

8.1. Apprentice (3N031) Training:

8.1.1. Specialty Qualification:

8.1.1.1 Knowledge. Knowledge is mandatory of English composition, grammar, and spelling; research methods; interview techniques; policy directives and instructions concerning release of information; news writing and editing; and computer operations.

8.1.1.2. Education. Completion of high school or general educational development equivalency is mandatory for entry into this AFSC. College course work in journalism, mass or public communication, communicative arts, public relations, or advertising is desirable.

8.1.1.3. Training. Completion of the Basic Public Affairs Specialist-Writer Course (BPAS) at DINFOS is mandatory for award of the 3-skill level. AFRC/ANG personnel who hold the 5-skill level in another AFSC, and who are retraining into Public Affairs, may be awarded the 3N031 AFSC upon completion of the Public Affairs Reclassification Course (DINFOS PARC).

8.1.1.4. Experience. Not used.

8.1.1.5. Other. A minimum score of 69 is required on the AQE. The absence of any speech impediment; the ability to read aloud and speak clearly and distinctly; and the ability to type 20 words per minute are mandatory for entry into this AFS.

8.1.2. Training Sources and Resources. Completion of the Basic Public Affairs Specialist-Writer Course (BPAS), E5ABD3N031 001, at DINFOS satisfies the knowledge and training requirements specified in the specialty qualifications section (above) for the award of the 3-skill level.

8.1.3. Implementation. Entry into this training is accomplished through accessions at basic training or approved retraining from any AFSC. After graduation from DINFOS, job qualification training starts when individuals are assigned to their first duty position or are assigned duties which they are not qualified to perform.

8.2. Journeyman (3N051) Training:

8.2.1. Specialty Qualification:

8.2.1.1. Knowledge. Knowledge is mandatory of editorial guidelines; newspaper production; internal information, media relations and community relations purpose and objectives; directives and instructions governing release of information; visual information and multimedia in the

Public Affairs realm; Public Affairs' role and uses for the World Wide Web; and Air Force Public Affairs organization and structure.

8.2.1.2. Education. Not used.

8.2.1.3. Training. Completion of the following requirements is mandatory for the award of the 5-skill level: (a) CDC 3N051, and (b) all 5-level STS core tasks.

8.2.1.4. Experience. Must hold 3N031 AFSC. Experience is mandatory in writing, editing and research. A minimum of 15 months UGT is required before award of the 5-level. Individuals in retraining status (Training Status Code "F") must complete a minimum of nine months UGT.

8.2.1.5. Other. Must be recommended by supervisor.

8.2.2. Training Sources. Completion of CDC 3N051 satisfies the knowledge requirements specified in the specialty qualification section. The STS identifies all the core tasks required for qualification. Qualified trainers provide upgrade and qualification training using available material for the duty position, program to be managed, or equipment to be used. Lists of courses and training resources for use in training are in Part II, Sections C, D and E of this CFETP

8.2.3. Implementation. Entry into upgrade training is initiated when an individual possesses the 3-skill level. Qualification training starts anytime individuals are assigned duties which they are not qualified to perform. CDC 3N051 and all qualification training will be completed before awarding the 5-level.

8.3. Craftsman (3N071) Training:

8.3.1. Specialty Qualification:

8.3.1.1. Knowledge. Knowledge is mandatory of office supervision and resource management; news editing; newspaper policies and production; communication planning; directives and instructions governing information release; internal information, media relations and community relations policies and practices; role of Air Force bands and broadcasting in the communication mission; and environmental issues.

8.3.1.2. Education. Not used.

8.3.1.3. Training. Completion of the following requirements is mandatory for award of the 7-skill level: (a) the Public Affairs Craftsman Course (AFIS-JPASC); (b) CDC 3N071, when available; and (c) all 7-level STS core tasks.

8.3.1.4. Experience. Must hold 3N051 AFSC. Experience is mandatory in supervising Public Affairs functions such as writing and newspaper production; media relations and community relations; photography and visual information; communication planning; and using the World Wide Web and other emerging technologies to communicate with the public. A minimum of 12 months UGT is required before awarding the 7-level. Individuals in retraining status (Training Status Code "F") must complete a minimum of six months in UGT.

8.3.1.5. Other. Must be recommended by supervisor.

8.3.2. Training Sources. Completion of CDC 3N071 and the Public Affairs Craftsman Course (AFIS-JPASC), Course Number E5ACD3N071 002, satisfies the knowledge requirements specified in the specialty qualification section for award of the 7-level. The STS identifies all the core tasks required for qualification.

8.3.3. Implementation. Entry into upgrade training starts when the individual possesses the 5-skill level and minimum rank of SSgt.

8.4. Superintendent (3N090) Training:

8.4.1. Specialty Qualification:

8.4.1.1. Knowledge. Knowledge is mandatory of Public Affairs management; communication theory and planning; mission and structure of Armed Forces Radio and Television Service (AFRTS); and policy directives and instructions concerning the release of information to internal and external audiences.

8.4.1.2. Education. Not used.

8.4.1.3. Training. Although not mandatory, senior NCOs should attend advanced courses, such as the Senior Enlisted Public Affairs Course (SEPAC) at DINFOS, and the Joint Course in Communication (JCC) at the University of Oklahoma. Senior NCOs assigned to broadcasting or Public Affairs functions for the first time in their careers can obtain the appropriate CDC through their unit training monitor, MAJCOM PA functional manager, or AFCFM.

8.4.1.4. Experience. Must hold 3N072 or 3N071 AFSC. Experience is mandatory in directing Public Affairs or broadcasting functions. Must obtain the rank of SMSgt prior to award of the 9-level.

8.4.1.5. Other. Must be recommended by supervisor.

8.4.2. Training Sources. The STS lists all the core tasks required for qualification training. Qualified trainers provide upgrade and qualification training using available material for the duty position, program to be managed, or equipment to be used.

8.4.3. Implementation. Entry into UGT starts when an individual possesses the 7-skill level and is a SMSgt selectee.

Section D - Resource Constraints

9. Purpose. This section identifies known resource constraints which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also in this section are actions required and office of primary responsibility. Resource constraints will be, as a minimum, reviewed and updated annually.

10. Training Constraints.

10.1. Apprentice (3-Level) Training Constraints: DINFOS does not provide enough seats in BPAS-W, the Public Affairs 3-level-awarding course, to meet Air Force needs. FY 03 requirement is 148, DINFOS quota is 85, Shortfall is 63. FY 04 requirement is 163, DINFOS quota is 100, Shortfall is 63.

10.1.1. Impact. Technical school pipeline does not produce enough 3-level Public Affairs Apprentices. Negatively affects career field manning.

10.1.2. Resources Required. Additional BPAS-W instructors. DINFOS plan outlines need for additional instructors, whether military, civilian or contractor. **NOTE:** USAF instructor positions are filled.

10.1.3. Action Required. DOD budget to provide DINFOS \$2.58 million per year in FY 04 - FY 09 to secure contract instructors..

10.1.4. OPR/Target Completion Date. OPR: DINFOS. OCR: SAF/PA, OSD/PA, Sister Services. Target Completion Date: Continuing,

10.2. Journeyman (5-Level) Training Constraints: None

10.3. Craftsman (7-Level) Training Constraints: There is currently no 3N071 CDC.

10.3.1. Impact. No complete coverage of tasks and knowledge outlined in this CFETP.

10.3.2. Resources Required. None.

10.3.3. Action Required. Development of 3N071 CDC.

10.3.4. OPR/Target Completion Date. OPR: 336TRS/UUPA. OCR: SAF/PA AFCFM. Target Completion Date: July 2003

Section E- Transitional Training Guide

There are currently no transition training requirements. This area is reserved.

PART II

Section A - Specialty Training Standard

1. Implementation. This Specialty Training Standard (STS) is effective immediately. Technical training references refer to tasks taught at the Defense Information School (DINFOS), Ft Meade MD. The STS was developed by a Utilization and Training Workshop held at Ft Meade, 19-21 March 2002.

2. Purpose. As prescribed in AFI 36-2201V5, this STS:

2.1. Lists in Column 1 the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties at the 3-, 5-, 7- and 9-skill levels in the Public Affairs ladder of the Airman Public Affairs Field. These are based on an analysis of the duties in the Specialty Description.

2.2. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. At a minimum, use the following column designator: (Training Complete, Certifier Initials). On-the-job training certification should be oriented towards certifying individuals on the items identified as core tasks. Being certified on a core task in this section requires the trainee to be certified in any tasks and subtasks from the other sections that may apply. When the trainee has been certified on all tasks related to a core task and demonstrates the ability to bring all elements together for an acceptable product, the trainee may be signed off on the core task.

2.3. Shows formal training requirements. The 3-level course column shows the proficiency to be demonstrated on the job by a graduate of Basic Public Affairs Specialist-Writer Course (BPAS), E5ABD3N031 001 (PDS Code AED) described in AFCAT 36-2223. When two codes are used in the 3-level column, the first code is the established requirement for resident training on the task/knowledge. The second code is the level of training provided in the course due to resource constraints. The 7-level course column shows the proficiency to be demonstrated on the job by the graduate of PA Craftsman Course (Joint Public Affairs Supervisors Course), E5ACD3N071 002 (PDS Code MU7) described in AFCAT 36-2223. When two codes are used in a column, the first code is the established requirement for resident training on the task/knowledge. The second code is the level of training provided in the course due to resource constraints.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses. Is a job qualification standard (JQS). Supervisor and trainee are responsible for the accuracy of this document. When used as a JQS, the following requirements apply:

2.5. This STS becomes a Job Qualification Standard (JQS) for on-the-job training when placed in an AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Documentation. Use instructions in AFI 36-2201V3, paragraph 8.8.1.1. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable).

2.5.1.1. Converting from previous CFETP. Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter certifier's initials. For previous certification on tasks not required in the current duty position, carry forward *only* the previous completion date. If and when these tasks become a duty position requirement, recertify with current date and certifier's initials.

2.5.1.1.1. For core and critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date as completion date, and enter trainee's and certifier's initials. See AFI 36-2201V3, paragraph 8.8.2.

2.5.1.1.2. For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainer's initials. See AFI 36-2201V3, paragraph 8.8.2.

2.5.1.1.3. When transcribing previous certification for tasks not required in the current duty position, carry forward only the previous completion date of certification (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures.

2.5.1.1.4. Upon completion of the transcription process, give the old CFETP to the member.

2.5.1.2. Documenting Career Knowledge. When a CDC is not available; the supervisor identifies STS training references that the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 26-2108. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier and receives certification on the STS. **NOTE:** Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. Use instructions in AFI 36-2201V3, paragraph 8.8.4. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, On-the-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using water based correction fluid (if the entries were made in ink) over the previously certified entry.

2.5.2. Training Standard. Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. This STS is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs*. WAPS does not apply to the Air Force Reserve or Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates to 335 TRS/TRR, 709 Meadows Drive, Keesler AFB MS 39534-2480. Reference specific STS paragraphs. A customer service information line has been installed for the supervisor's convenience. For a quick response to problems, call our Customer Service Information Line, Defense Switched Network (DSN) 597-4566 anytime night or day. Additionally, there is a Defense Information School web site, which surveys graduates and supervisors: The web address is www.dinfos.osd.mil/postgrad.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

John P. Jumper, General, USAF
Chief of Staff

1 Atch
Qualitative Requirements

| | | |
|--|--------------------|------|
| This Block Is For Identification Purposes Only | | |
| Name Of Trainee | | |
| Printed Name (Last, First, Middle Initial) | Initials (Written) | SSAN |
| Printed Name Of Certifying Official And Written Initials | | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |
| N/I | N/I | |

QUALITATIVE REQUIREMENTS

| | | |
|---|-------------|---|
| Proficiency Code Key | | |
| | Scale Value | Definition: The individual |
| Task Performance Levels | 1 | Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited) |
| | 2 | Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient) |
| | 3 | Can do all parts of the task. Needs only a spot check of completed work. (Competent) |
| | 4 | Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient) |
| *Task Knowledge Levels | a | Can name parts, tools, and simple facts about the task. (Nomenclature) |
| | b | Can determine step by step procedures for doing the task. (Procedures) |
| | c | Can identify why and when the task must be done and why each step is needed. (Operating Principles) |
| | d | Can predict, isolate, and resolve problems about the task. (Advanced Theory) |
| **Subject Knowledge Levels | A | Can identify basic facts and terms about the subject. (Facts) |
| | B | Can identify relationship of basic facts and state general principles about the subject. (Principles) |
| | C | Can analyze facts and principles and draw conclusions about the subject. (Analysis) |
| | D | Can evaluate conditions and make proper decisions about the subject. (Evaluation) |
| <p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p> <p>X This mark is used alone in course columns to show that training required but not given due to limitations in resources.</p> <p style="text-align: center;"><u>Trainer</u></p> <p>Trainers must be appointed in writing by their supervisor or commander, be qualified to perform the task being trained, and have completed the Air Force Training Course (AFTC). For more information, see <i>AFI 36-2201V3, paragraph 4.3.8.1.</i></p> <p style="text-align: center;"><u>Certifier</u></p> <p>Certifiers should possess at least the 3N051 PAFSC and be qualified to perform the task being trained. Certifier must have completed the AFTC and be someone other than the trainer. If unable to secure a 3N0X1 certifier, certifier may be someone else who possesses the 7-skill level in any AFSC. For more information, see <i>AFI 36-2201V3 paragraph 4.3.8.2.</i></p> | | |

| 1. Tasks, Knowledge, and Technical References | 2. Core Task | 3. Certification for OJT | | | | | 4. Proficiency codes used to indicate training/information provided | | | | | |
|--|--------------|--------------------------|--------------|------------------|------------------|-------------------|---|------------|--------------------|------------|--------------------|------------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Cetifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 1. Air Force Career Program TR: AFI 35-101, AFI 36-2108, AFI 37-131, AFI 37-132, AFI 91-302, AFD 35-1, AFD 35-2, AFD 2.5, AFD 2.5.4 | | | | | | | | | | | | |
| 1.1. USAF Public Affairs | | | | | | | A | | | B | - | |
| 1.2. Public Affairs career field | | | | | | | | | | | | |
| 1.2.1. Organization and structure | | | | | | | A | | | B | - | |
| 1.2.2. Role and mission | | | | | | | A | | | B | | |
| 1.2.3. Total Force | | | | | | | | | | B | - | |
| *1.2.4. Expeditionary Public Affairs | | | | | | | A | | | B | | |
| 1.2.5. Career progression and duties of 3N0XX AFSC | | | | | | | | | | | | |
| 1.2.5.1. 3N031 | | | | | | | A | | | B | - | |
| 1.2.5.2. 3N051 | | | | | | | A | | | B | - | |
| 1.2.5.3. 3N071 | | | | | | | A | | | B | - | |
| 1.2.5.4. 3N090 | | | | | | | A | | | B | - | |
| 1.2.5.5 3N000 | | | | | | | A | | | B | - | |
| 1.3 Public Affairs TRIAD | | | | | | | | | | | | |
| 1.3.1. Understand capabilities of Air Force bands | | | | | | | A | | | B | | |
| 1.3.2. Understand capabilities of Air Force broadcasting | | | | | | | A | | | B | | |
| *1.4. Information Operations | | | | | | | | | | A | A | B |
| | | | | | | | | | | | | |
| 2. Public Affairs Legal and Ethical Responsibilities TR: AFI 33-129, AFI 33-332, AFI 35-101, <i>The Associated Press Stylebook and Briefing on Media Law</i> | | | | | | | | | | | | |
| 2.1. Libel and Slander | | | | | | | A | | | B | A | |
| 2.2. Plagiarism | | | | | | | A | | | B | | |
| 2.3. Privacy Act | | | | | | | A | | | B | A | |
| 2.4. Freedom of Information Act | | | | | | | A | | | B | A | |
| 2.5. Copyright | | | | | | | A | | | B | A | |
| 2.6. Security and Policy Review | | | | | | | A | | | B | | |

| 1. Tasks, Knowledge, and Technical References | 2. Core Task | 3. Certification for OJT | | | | | 4. Proficiency codes used to indicate training/information provided | | | | | |
|---|--------------|--------------------------|--------------|------------------|------------------|-------------------|---|------------|--------------------|------------|--------------------|------------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Cetifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 2.7. Internet/Intranet Policy | | | | | | | A | | | B | A | |
| 2.8. Electronic imagery | | | | | | | A | | | B | | |
| 2.9. Ethical Behavior | | | | | | | | | | | B | |
| | | | | | | | | | | | | |
| 3. Management and Supervision TR: AFH 33-337, AFI 35-101 | | | | | | | | | | | | |
| 3.1. Orient new personnel | | | | | | | - | | | - | - | |
| 3.2. Assign duties and responsibilities | | | | | | | - | | | | - | c |
| 3.3. Establish work methods and performance standards | | | | | | | - | | | | - | c |
| 3.4. Evaluate performance | | | | | | | - | | | | - | c |
| 3.5. Write operating instructions and other directives | | | | | | | - | | | - | - | c |
| 3.6. Self-inspection | | | | | | | - | | | - | - | c |
| 3.7. Official Correspondence. (Prepare, coordinate and maintain) | | | | | | | - | | | - | - | c |
| 3.8 Safety Issues | | | | | | | - | | | - | - | |
| | | | | | | | | | | | | |
| 4. Training TR:AFI 36-2201, AFMAN 36-2247, AFI 35-101 | | | | | | | | | | | | |
| 4.1. Training program | 7 | | | | | | | | | | | |
| 4.1.1. Review 3N0X1 Career Field Education and Training Plan (CFETP) | | | | | | | a | | | a | | c |
| 4.1.2. Schedule training | | | | | | | - | | | a | | c |
| 4.1.3. Conduct training | | | | | | | - | | | a | | c |
| 4.1.4. Monitor training | | | | | | | - | | | a | | c |
| 4.1.5. Maintain records | | | | | | | - | | | a | | c |
| | | | | | | | | | | | | |
| 5. Writing TR: AFI 35-101, <i>The Associated Press Stylebook and Briefing on Media Law, The Word, The Elements of Style</i> , AF Newspaper Primer | | | | | | | | | | | | |
| *5.1. Conduct research | 5 | | | | | | 2b | | | c | - | |
| *5.2. Conduct interviews | 5 | | | | | | 2b | | | c | - | |
| 5.3. Write | | | | | | | | | | | | |
| *5.3.1. News stories | 5 | | | | | | 2b | | | c | - | |
| 5.3.2. Sports stories | | | | | | | 2b | | | c | - | |
| 5.3.3. Feature stories | 5 | | | | | | 2b | | | c | - | |

| 1. Tasks, Knowledge, and Technical References | 2. Core Task | 3. Certification for OJT | | | | | 4. Proficiency codes used to indicate training/information provided | | | | | |
|---|--------------|--------------------------|--------------|------------------|------------------|-------------------|---|------------|--------------------|------------|--------------------|------------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Cetifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 5.3.4. Action Lines | | | | | | | | | | b | - | |
| 5.3.5. Series | | | | | | | | | | b | - | |
| 5.3.6. Commentaries | | | | | | | | | | b | - | |
| *5.3.7. Photo cutlines and captions | 5 | | | | | | 2b | | | c | - | |
| *5.3.8. Headlines | | | | | | | 2b | | | c | - | |
| 5.3.9. Biographies | | | | | | | A | | | b | - | |
| 5.3.10. Fact sheets | | | | | | | A | | | b | - | |
| 5.3.11. Speeches | | | | | | | - | | | | - | b |
| *5.3.12 News Releases | | | | | | | 2b | | | b | | |
| *5.3.13. Broadcast Releases/Radio Beepers | | | | | | | 2b | | | b | - | |
| 5.3.14. Media advisories | | | | | | | a | | | b | - | |
| 5.4. Copy edit | | | | | | | | | | | | |
| *5.4.1. Review for security, accuracy, policy and propriety (SAPP) | 5 | | | | | | 2b | | | c | - | |
| 5.4.2. Check for style | | | | | | | 2b | | | c | - | |
| 5.4.3. Check copy structure, grammar and cohesiveness | | | | | | | 2b | | | c | - | |
| 5.4.4. Use copy edit symbols | | | | | | | 2b | | | c | - | |
| 5.5. Rewrite | | | | | | | | | | | | |
| 5.5.1. Localize | | | | | | | 2b | | | c | - | |
| 5.5.2. Update | | | | | | | 2b | | | c | - | |
| 5.5.3. Combine | | | | | | | 2b | | | c | - | |
| 5.5.4. Change emphasis | | | | | | | 2b | | | c | - | |
| | | | | | | | | | | | | |
| 6. Internal Information TR: AFI 33-117, AFI 35-101, AFI 64-101, <i>Harrower's Newspaper Designer's Handbook</i> , AFPD 35-1, AF Newspaper Primer, commercial hardware/software user's manuals | | | | | | | | | | | | |
| 6.1. Internal Publications | | | | | | | | | | | - | |
| 6.1.1. Produce (newspapers, magazines, newsletters) | | | | | | | 2b | | | B | - | |
| 6.1.2. Establish and maintain | | | | | | | | | | | - | |
| 6.1.2.1. Master copy log | | | | | | | 2b | | | c | - | |
| 6.1.2.2. Futures file | | | | | | | | | | c | - | |
| 6.1.2.3. Editorial Policy | | | | | | | - | | | a | | |
| 6.1.2.4 Local Stylebook Supplement | | | | | | | - | | | a | - | |
| 6.1.3. Select material for publication | | | | | | | 2b | | | c | - | |

| 1. Tasks, Knowledge, and Technical References | 2. Core Task | 3. Certification for OJT | | | | | 4. Proficiency codes used to indicate training/information provided | | | | | |
|---|--------------|--------------------------|--------------|------------------|------------------|-------------------|---|------------|--------------------|------------|--------------------|------------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Cetifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 6.1.4. Layout & Design | | | | | | | | | | | | |
| 6.1.4.1 Dummy Sheets | | | | | | | 2b | | | b | | |
| 6.1.4.2 Desktop Publishing | | | | | | | 2b | | | | | |
| 6.1.4.3. Determine story placement | | | | | | | 2b | | | b | - | |
| 6.1.4.4. Select, crop and size photos or graphics | | | | | | | 2b | | | b | - | |
| 6.1.5 Measure Ad-to-copy ratio | | | | | | | | | | b | - | |
| 6.1.6. Proofread pages/flats | | | | | | | | | | b | - | |
| 6.1.7. Maintain office morgue | | | | | | | | | | b | - | |
| 6.1.8. Readership feedback | | | | | | | | | | | - | |
| 6.1.8.1. Conduct surveys | | | | | | | - | | | b | c | |
| 6.1.8.2. Conduct focus groups | | | | | | | - | | | | c | |
| 6.2. Publication contracts | | | | | | | | | | | | |
| 6.2.1. Civilian Enterprise | | | | | | | - | | | a | B | c |
| 6.2.2. Funded | | | | | | | - | | | a | b | c |
| 6.3. Support unit commander's call program | | | | | | | - | | | b | - | |
| 6.4. Unit Public Affairs Representatives (UPAR) program | | | | | | | | | | | | |
| 6.4.1. Establish | | | | | | | - | | | b | - | |
| 6.4.2. Maintain | | | | | | | - | | | b | - | |
| 6.5. Commander's Access Channel | | | | | | | | | | - | | |
| | | | | | | | | | | | | |
| 7. Media Relations TR: AFD 35-1, AFI 35-101, AFI 31-210 | | | | | | | | | | | | |
| *7.1. Establish and maintain media contacts | | | | | | | 1a | | | b | - | |
| *7.2. Arrange interviews | | | | | | | 1a | | | c | - | |
| *7.3. Escort representatives | | | | | | | 1a | | | b | - | |
| *7.4. Set up news media centers | | | | | | | a | | | b | - | |
| *7.5. Arrange media opportunities | | | | | | | a | | | b | - | |
| *7.6. Arrange media travel and orientation flights | | | | | | | a | | | b | - | |
| *7.7. Respond to queries | 5 | | | | | | 2b | | | c | 3c | |
| *7.8 Maintain query log | | | | | | | 1a | | | b | - | |
| *7.9 News releases | | | | | | | | | | | | |
| *7..9.1 Determine media requirements | | | | | | | a | | | b | - | |

| 1. Tasks, Knowledge, and Technical References | 2. Core Task | 3. Certification for OJT | | | | | 4. Proficiency codes used to indicate training/information provided | | | | | |
|--|--------------|--------------------------|--------------|------------------|------------------|-------------------|---|------------|--------------------|------------|--------------------|------------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Cetifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| *7.9.2. Distribute | | | | | | | a | | | b | - | |
| *7.9.3. Maintain release log | | | | | | | a | | | b | - | |
| *7.10. Media training | | | | | | | | | | | | |
| 7.10.1. Conduct Media Training | | | | | | | - | | | - | | b |
| 7.10.2. Develop command messages | | | | | | | | | | | 2c | |
| 7.10.3. Communicate command messages | | | | | | | | | | | 2c | |
| *7.11. Hometown News program | | | | | | | | | | | | |
| 7.11.1. Administer hometown news release program | | | | | | | - | | | b | - | |
| 7.11.2. Arrange Army-Air Force Hometown News team visits | | | | | | | - | | | b | - | |
| | | | | | | | | | | | | |
| 8. Crisis Communication TR: AFD 35-1, AFI 35-101, AFI 31-210, AFI 32-4001 | | | | | | | | | | | | |
| 8.1. Purpose | | | | | | | - | | | A | B | |
| *8.2. Respond to crises on and off base | 5 | | | | | | | | | | | |
| 8.2.1. Command post | | | | | | | A | | | b | - | |
| 8.2.2. Media center | | | | | | | 1a | | | b | | |
| 8.2.3. On scene | | | | | | | A | | | b | - | |
| 8.2.4. PA Office | | | | | | | A | | | b | - | |
| 8.2.5 Establish Straight Talk Center | | | | | | | a | | | b | - | |
| *8.3 Develop & Maintain Crisis Reponse Checklist | | | | | | | - | | | a | - | |
| *8.4 Develop & Maintain Crisis (Crash) Kit | | | | | | | - | | | a | - | |
| 8.5. Develop Crisis Communication Plan | | | | | | | | | | | b | |
| | | | | | | | | | | | | |
| 9. Community Relations TR: AFI 35-101, AFI 11-401, DOD 4515.13-R, AFD 35-1 | | | | | | | | | | | | |
| 9.1. Purpose | | | | | | | B | | | B | - | |
| 9.2. Identify choir/non-choir audiences | | | | | | | | | | B | - | |
| 9.3. Establish and maintain community contacts | | | | | | | a | | | - | - | |
| 9.4. Base-community councils | | | | | | | | | | A | | |

| 1. Tasks, Knowledge, and Technical References | 2. Core Task | 3. Certification for OJT | | | | | 4. Proficiency codes used to indicate training/information provided | | | | | |
|---|--------------|--------------------------|--------------|------------------|------------------|-------------------|---|------------|--------------------|------------|--------------------|------------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Cetifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 9.5. Respond to public requests for information and materials | 5 | | | | | | 1b | | | b | - | |
| 9.6. Evaluate and coordinate requests for Air Force participation (equipment, displays, flyovers, performance groups, etc.) | | | | | | | a | | | b | - | |
| 9.7. Evaluate and coordinate orientation flight requests | | | | | | | | | | b | - | |
| 9.8. Refer humanitarian airlift requests | | | | | | | | | | a | - | |
| 9.9. Manage speakers bureau program | | | | | | | - | | | b | - | |
| 9.10. Support major command and Air Force tour programs | | | | | | | - | | | b | - | |
| 9.11. Manage base tour program | | | | | | | A | | | b | - | |
| 9.12. Support base open houses and air shows | | | | | | | - | | | b | - | |
| 9.13. Public Affairs in an Overseas Environment | | | | | | | | | | | C | |
| | | | | | | | | | | | | |
| 10. Environmental Public Affairs TR:AFI 35-101, AFI 32-7061, DODI 4715, AFI 32-7020, AFI 32-7063 | | | | | | | | | | | | |
| 10.1. Purpose | | | | | | | A | | | - | B | |
| 10.2. Respond to | | | | | | | | | | | | |
| 10.2.1. Noise complaints | 5 | | | | | | | | | b | | b |
| 10.2.2. Hazardous materials incidents | | | | | | | | | | - | - | b |
| 10.3. Support | | | | | | | | | | | | |
| 10.3.1. Air Installation Compatible Use Zone program (AICUZ) | | | | | | | - | | | - | b | b |
| 10.3.2. Installation Restoration Program (IRP) | | | | | | | - | | | - | B | b |
| 10.3.3. National Environmental Protection Act (NEPA) | | | | | | | - | | | - | B | b |
| 10.3.4. Environmental Impact Analysis Process (EIAP) | | | | | | | - | | | - | B | b |
| | | | | | | | | | | | | |

| 1. Tasks, Knowledge, and Technical References | 2. Core Task | 3. Certification for OJT | | | | | 4. Proficiency codes used to indicate training/information provided | | | | | |
|--|--------------|--------------------------|--------------|------------------|------------------|-------------------|---|------------|--------------------|------------|--------------------|------------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Cetifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| 11. Plans and Annexes TR: AFMAN 10-401, AFI 10-403, AFD 35-1, AFI 35-101 | | | | | | | | | | | | |
| *11.1. Purpose | | | | | | | - | | | - | B | C |
| *11.2. Write and review | | | | | | | | | | | | |
| 11.2.1. PA annexes to contingency plans | | | | | | | - | | | - | 2b | c |
| 11.2.2. Communication plans | | | | | | | | | | | | |
| 11.2.2.1. Strategic | | | | | | | - | | | - | 2b | c |
| *11.2.2.2. Tactical | | | | | | | - | | | - | 2b | c |
| *11.3 Develop, review, and implement Public Affairs Guidance (PAG) | | | | | | | | | | | | B |
| | | | | | | | | | | | | |
| 12. Resource Management TR:AFMAN 10-401, AFI 10-403, AFI 35-101 | | | | | | | | | | | | |
| *12.1. Manage manpower actions | | | | | | | - | | | - | | c |
| *12.2. Manage personnel actions | | | | | | | - | | | - | | c |
| *12.3. Manage equipment | | | | | | | - | | | - | | c |
| 12.4. Manage budget | | | | | | | | | | - | | c |
| 12.5 Administer management control program | | | | | | | | | | | | b |
| | | | | | | | | | | | | |
| 13. World Wide Web TR: AFI 33-101, AFI 33-129, AFI 33-119, AFI 35-101, Commercial software user's manual | | | | | | | | | | | | |
| *13.1 Public Affairs role and responsibilities | | | | | | | | | | | | |
| 13.1.1. Intranet | | | | | | | | | | A | A | |
| 13.1.2. Internet | | | | | | | A | | | A | B | |
| 13.2. Web page design | | | | | | | 2b | | | | 2b | |
| 13.3. Use Web software | | | | | | | | | | A | 2b | |
| | | | | | | | | | | | | |
| 14. Visual Information TR: AFI 35-101, AFI 33-117, Camera user's manual, Commercial software user's manual | | | | | | | | | | | | |
| *14.1. Arrange for photo, video and graphic support | | | | | | | | | | b | - | |

| 1. Tasks, Knowledge, and Technical References | 2. Core Task | 3. Certification for OJT | | | | | 4. Proficiency codes used to indicate training/information provided | | | | | |
|--|--------------|--------------------------|--------------|------------------|------------------|-------------------|---|------------|--------------------|------------|--------------------|------------|
| | | A | B | C | D | E | A 3 Skill Level | | B 5 Skill Level | | C 7 Skill Level | |
| | | Tng Start | Tng Complete | Trainee Initials | Trainer Initials | Cetifier Initials | (1) Course | (2) CDC | (1) Course | (2) CDC | (1) Course | (2) CDC |
| *14.2. Operate still camera | | | | | | | 2b | | | - | - | |
| *14.3 Use imaging software | | | | | | | 2b | | | - | - | |
| *14.4 Identify sources for photo, video and graphics | | | | | | | | | | - | | |
| *14.5. Construct Visual Information Record Identification Numbers (VIRINs) | | | | | | | 2b | | | - | - | |
| | | | | | | | | | | | | |
| 15. Public Affairs in Joint Operations | | | | | | | | | | | | |
| 15.1 Purpose | | | | | | | | | | | 2c | |
| *15.2 Joint Information Bureau organization and management | | | | | | | | | | | B | |
| *15.3 Identify resource requirements | | | | | | | | | | | 2c | |
| | | | | | | | | | | | | |

NOTE 1: Users are responsible for annotating training references to identify current references pending STS revision.

NOTE 2: Core tasks are identified with a 5 or 7 in Column 2.

NOTE 3: Wartime tasks are identified with an asterisk (*) next to the task.

NOTE 4: All tasks and knowledge items shown with a proficiency code are trained during wartime.

Section B - OJT Support Materials

| Course Number | Course Title | Developer |
|---------------|--------------|-----------|
| None | | |

Section C - Training Course Index

IN-RESIDENCE COURSES

| Course Number | Course Title | Location |
|----------------------|---|-----------------|
| E5ABD3N031 001 | Basic Public Affairs Specialist-Writer Course | Ft Meade |

Course Description: This course is designed to provide instruction in the theory, concepts and principles of community relations within the military public environment; the interaction of military/civilian publics; introduction to research methods; fundamentals of print journalism to include acceptable media English as it applies to newswriting with emphasis on style, format and techniques; newspaper feature leads, headlines, copy structure and organization, news stories, instruction unique to each military service; newspaper production, layout and design; basic operation of the digital camera, photojournalism skills; and writing for radio broadcast.

| | | |
|-------------|--|----------|
| DINFOS-PARC | Public Affairs Reclassification Course | Ft Meade |
|-------------|--|----------|

Course Description: This course is designed to provide basic instruction in the theory, concepts, and principles of community relations planning and media relations. Fundamentals of print journalism are taught to include acceptable media English as it applies to newswriting, with emphasis on style, format and techniques; newspaper feature leads, headlines, copy structure, sidebars and news stories; newspaper production; photojournalism; and layout and design.

| | | |
|----------------|--------------------|----------|
| E5AZD3N051 001 | The Editors Course | Ft Meade |
|----------------|--------------------|----------|

Course Description: This course covers the application of the principles and techniques of editing to each student's publication; Armed Forces newspaper policy; newspaper design and readability; management of the newspaper; advanced news and feature writing; headline writing; editing photography and news copy; group newspaper critiques; writing captions and cutlines and newspaper layout and makeup. Comprehensive training in adapting these techniques through the use of desktop publishing equipment is presented, in addition to an introduction to electronic publication.

| | | |
|----------------|-------------------------------------|----------|
| E5AZD3N051 002 | Intermediate Photojournalism Course | Ft Meade |
|----------------|-------------------------------------|----------|

Course Description: Primary emphasis is placed on training photojournalism skills for photographers and journalists to effectively meet service Public Affairs and visual information objectives. Areas of instruction include the inter-relationships of writing and photography, news and feature writing, layout and design principles, basic and advanced photographic techniques

and production; including electronic imaging, desktop publishing, digital cameras, image transmission and archiving.

E5AZD3N071 002

Joint Public Affairs Supervisors Course

Ft Meade

Course Description: This course will provide training in the knowledge and skills needed to perform the duties of a Public Affairs supervisor. The scope of this training includes tools for measuring effective Public Affairs programs, assessing markets for public information, media operations, resource management, and emerging trends in PA and military communications. **Note:** This course is also known as the Public Affairs Craftsman Course, a mandatory prerequisite for award of the 7-skill level. U.S. Air Force 3N0X1 personnel will be selected to attend this course when in upgrade to the 7-skill level.

WCIPO5W

Joint Course in Communication

Univ. of Oklahoma

Course Description: Graduate-level university professional education in state-of-the-art communication theory, research, strategies, and tactics for selected Public Affairs officers, civilians and NCOs. Scholarly study of human behavior; human interpersonal and organizational communication; types of research; research theory -- directions, perspectives, methodology, evaluation, and application; nature and use of public opinion; development of effective communication strategies through image formulation and change; communication role of print, electronic, and film media; and legal, political, socio-cultural, economic, and educational aspects of media employment.

AMC PR PAC

Phoenix Readiness

Ft Dix

Course Description: Affords Public Affairs personnel the opportunity to learn and exercise PA operations in a deployed environment along with basic, ground-combat and field-operating skills as well as how to survive and operate effectively in a bare-base environment. Instruction during the course is tailored to meet the PA student's level of experience. The course is comprised of classroom and field environment instruction in combat skills and PA operations. PA operations include all facets of providing trusted council to leaders; public trust and support; global influence and deterrence and generating airman morale and readiness. The culmination of training is a four-day field training exercise. This FTX will challenge PA students to demonstrate their knowledge of PA field operations and the interoperability of Public Affairs in a deployed combat experience.

MCADRE005

Information Warfare Applications Course

Maxwell AFB

Course Description: Provides students with a broad understanding of information operations. IWAC educates students in the fundamentals of AF Information Operation doctrine and provides insight into how the doctrine may and can be applied across the spectrum from peace to war.

MCADRE002

Contingency Warfare Planning Course

Maxwell AFB

Course Description: Provides student-centered learning experiences in current wartime planning procedures. CWPC curriculum contains three blocks of instruction: Foundations for Planning, Systems, and Planning. In Foundations for Planning, instructors lay the groundwork for why the Air Force plans and how the Air Force manages available forces. Topics include National

Strategy, War, Organization of National Security, AF Doctrine, Mobilization, Functional Area Managers role in Planning, and Designed Operational Capability (DOC)/Status of Resources and Training Systems (SORTS). The second block focuses on the systems which impact or aid the AF's ability to plan. Students study the Joint Strategic Planning System (JSPS), Planning Programming and Budgeting System (PPBS), Joint Operation Planning and Execution System (JOPES), and Contingency Operation Mobility Planning and Execution System (COMPES). In the third block, all phases of deliberation and crisis action planning are discussed; from initiation to supporting plans.

OTHER MAJCOM AND FOA COURSES

| Course Number | Course Title | Location |
|---------------|-------------------------------|-------------|
| | Air Force Journalist Workshop | San Antonio |

Course Description: Provides in-depth, hands-on journalism training designed to hone skills, reinforce basics, and foster a sense of pride and esprit de corps among Air Force journalists. Attendees receive instruction in newspaper planning; news and feature writing; editing; layout and design; and photojournalism. OPR is AFNEWS/NS.

| | |
|----------------------------|----------|
| PA NCO Leadership Workshop | Rotating |
|----------------------------|----------|

Course Description: Helps mid-level Public Affairs, Band, and Broadcast NCOs sharpen their leadership and management skills, and shows them how to survive and succeed as a supervisor or NCO in charge. Instruction centers on a range of issues, including budget, deployments, awards, assignments, and training -- and more specifically how these relate to the Band, Broadcast, or PA NCO. OPR is SAF/PA AFCFM.

AF INSTITUTE FOR ADVANCED DISTRIBUTED LEARNING (AFIADL) COURSES

| Course Number | Course Title | Location |
|---------------|---------------------------|--------------|
| CDC 3N051 | Public Affairs Journeyman | (Exportable) |
| CDC 3N071 | Public Affairs Craftsman | (Exportable) |

OTHER EXPORTABLE COURSES

| Course Number | Course Title | Location |
|---------------|--------------|----------|
| None | | |

SECTION D - MAJCOM UNIQUE REQUIREMENTS

| Course Number | Course Title | Location |
|---------------|--------------|----------|
| None | | |